

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
SECRETARY 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees/Exam List *
*See below eligibility requirements.

Location: Registrar's Office
Danbury, CT - Midtown Campus

Salary: \$39,061 – 51,255

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.*
Start Date: On or after June 28, 2013

Job Posting No: 056142

Closing Date: Friday, May 24, 2013

The Registrar's Office helps guide students from their initial enrollment in the University all the way through completing their documentation for graduation. The environment is energetic and very fast paced, particularly during Registration and Graduation, with a wide variety of tasks to be performed. Inquires come via telephone, fax, email, and in-person.

Duties include: answer incoming calls, open and distribute office mail, create and maintain office filing systems, register students, back up for taking meeting minutes, create basic correspondence and reports, order and maintain office supplies, provide back up support to the office assistants and more. The ideal candidate is highly organized and able to multi-task with ease, has excellent interpersonal skills as well as strong verbal and written communication skills. Additionally s/he has excellent keyboarding and word-processing skills and is extremely proficient in Microsoft Word and Excel. Previous use of Banner is preferred. *Occasional evening and/or weekend work may be required.

ELIGIBILITY REQUIREMENTS: Candidates must be on the current Secretary 1 certification list promulgated by the Department of Administrative Services. State employees currently classified as Secretary 1 and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/Re-employment lists are given first consideration. **NOTE:** Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. Do not submit application materials unless you meet the above criteria.

MINIMUM QUALIFICATIONS REQUIRED: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

GENERAL EXPERIENCE: Two (2) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS: Prospective candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) current professional references to Ms. Peggy Boyle, Associate in Human Resources. Materials must be submitted via email to: hrpositions@wcsu.edu as one (1) complete file (PDF or Word format only) and not via multiple attachments. In subject line of email reference the following: Your Last Name - #056142 Secretary 1. Do not submit the state application. Application materials must be received in the above format no later than Friday, May 24, 2013. All required documents must be submitted to be considered for interview. **Be sure to read the above Eligibility Requirements before submitting application file.**

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.